

**EMBASSY OF THE UNITED STATES OF AMERICA
BANDAR SERI BEGAWAN**

ANNOUNCEMENT NUMBER: 15-2010

OPEN TO: All Interested Candidates/All Sources

POSITION: **Facility Manager**

CLOSING DATE: January 20, 2011

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

Incumbent serves as the principle authority and technical advisor on all facilities operations; maintenance, repair, and minor construction for all United States Government owned and leased properties. Duties includes developing detailed maintenance and repair project requirements including design, scope of work, bill of materials, and cost estimates for in-house or contractor accomplishments. Incumbent will also supervise the maintenance team.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 238-4616 extension 2133.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Applicants must hold a Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) degree from an accredited program. A B.S. or B.A. in any undergraduate course or major is acceptable; however additional credit will be given for degrees in one or more of the following disciplines:
 - o Facility Engineering
 - o Facility Management

- Mechanical Engineering
- Construction Engineering
- Civil/Structural Engineering
- Electrical Engineering
- Architectural Engineering
- Industrial Engineering
- Architecture
- Project Management
- Minimum 7 years experience in project management and building or facility maintenance profession is required; of which 4 years must be in specialized experience and 3 years in general experience. A minimum of 2 years of supervisory/management experience is required.
- Must be fluent in English and good working knowledge in Malay is required.
- Must have a thorough professional knowledge of the field of Facility Management. Must have a thorough knowledge of US and Brunei construction practices and codes.
- Must possess a valid driver's license (Class 3).

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education

- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Embassy of the United States of America
Attention: Human Resources Department
P.O. Box 2991
Bandar Seri Begawan BS8675
Negara Brunei Darussalam

OR

Embassy of the United States of America
Attention: Human Resources Department
Spg. 336-52-16-9
Jalan Kebangsaan BC4115
Negara Brunei Darussalam

POINT OF CONTACT

Name: Ms. Wong Sui Foon
Telephone: 238-4616 extension 2133

CLOSING DATE FOR THIS POSITION: January 20, 2011

The US Mission in Bandar Seri Begawan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.